



Senior Estimator of Building Construction

Class Code: 4063 – Exam Code: 7PB18

Department: Department of General Services
Opening Date: 09/08/17
Final Filing Date: Continuous
Type of Examination: Departmental Open
Salary: \$6,366.00 - \$7,964.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for six (6) months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition, or religious accommodation, please contact us.

If you have any questions, please contact the:

California Department of Human Resources

CalCareer Services at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

* TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Experience: Three years of experience in quantity estimating and pricing of major building construction, comparable to that of an Associate Estimator of Building Construction in the California state service. **and**

Education: Equivalent to graduation from college with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Prepares, from plans and specifications of major projects, complete quantity surveys of materials and labor required on contracts or direct construction projects; assists with the supervision, training, checking, and coordinating of the work of other estimators; prices materials and labor, and sets up estimates of the cost of construction projects; prepares unit and total cost analyses of completed jobs; checks and negotiates cost of changes submitted by contractors; prepares, from small scale sketches, preliminary estimates of cost; writes and supervises the writing of short specifications for the requisition of materials; prepares and supervises the preparation of material lists and requisitions for materials required; occasionally makes valuation appraisals of existing buildings; dictates correspondence.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Senior Electrical Engineer Training and Experience Evaluation, select [Senior Estimator of Building Construction preview examination](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Labor costs and various materials entering into building construction and their commercial units
2. Current prices of building materials and current wage scales of the various building and construction trades
3. Principles and techniques of supervision

Ability to:

1. Read and interpret plans and specifications, and make complete and accurate estimates of the material and labor costs and various other items entering into the cost of building construction
2. Detect errors and discrepancies in plans and specifications
3. Make valuation appraisals of existing buildings, and write clear and comprehensive reports and correspondence
4. Train others and supervise and direct their work
5. Analyze situations accurately and adopt an effective course of action

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be applied to the final score of competitors who are successful in this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources, Selections Division
1810 16th Street
Sacramento, CA 95811-7258
1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of

pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Senior Estimator of Building Construction classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

Bulletin Revision date: 9/06/17

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, it will be instantly scored.

***Please remember to print a copy of your exam results for your records. It may take up to 5 business days for eligibility records to appear in your CalCareer profile.**

Select [Senior Estimator of Building Construction Training and Experience Evaluation](#) to access this online examination.

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of listed persons.

Education History: Names of college courses that are relevant to the tasks listed in the evaluation.